



# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN  
Chief Administrative Officer

March 20, 2006

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## DESTRUCTION OF CONFIDENTIAL RECORDS - STATUS

On February 28, 2006, on motion of Supervisor Knabe, the Board instructed the Chief Administrative Office to update the County Policy Manual to specifically address appropriate securing and prompt disposal of confidential records, papers, or documents, and ensure that all County departments come into compliance, and to report back within 30 days. The only existing Board policy regarding records retention and disposal is Policy 3.040 which provides the following:

*It is the policy of the Board of Supervisors to allow County departments to destroy any record, paper or document that:*

1. *Is more than two years old;*
2. *Is of no further use to the department; and*
3. *Is not expressly prepared or received pursuant to State statute or County charter.*

Pursuant to a February 18, 2003 Board instruction, on motion of Supervisor Burke, this Office has been coordinating the development of a countywide records and archives management program, including development of countywide policies, departmental records inventories, and retention schedules for both department-specific records and general countywide administrative records. As part of this effort, we plan to present a more comprehensive update to the Board policy on records management later this year, including handling of confidential records. In the interim, and pursuant to your Board instruction, we intend to issue an interim policy on handling and disposal of confidential records pending the comprehensive update. We will present the draft interim policy for Audit Committee review at their April 20, 2006 meeting, and subsequently issue the interim policy to all County departments.

Please let me know if you have any questions, or your staff may contact the County Records and Archives Coordinator, Linda Gibbs at (213) 974-1319 or [lgibbs@cao.co.la.ca.us](mailto:lgibbs@cao.co.la.ca.us).

DEJ:MKZ  
LGG:os

c: All Department Heads